

Prague, 18 October 2022  
EUSPA/OED/LEG/2022/273216

## INVITATION TO TENDER

**Subject: EUSPA/OP/15/21– Procurement of the “Galileo Reference Centre (GRC) Facilities Management and Logistics (FML) Services”**

Dear Sir/Madam

1. The European Union Agency for the Space Programme (EUSPA) is planning on awarding the public contracts indicated above. Please find enclosed the relevant procurement documents: the Tender Specifications (Annex I) listing all the documents that must be produced in order to submit a tender, and the Draft Framework Contract along with its annexes (Annex II).
2. You are hereby invited to submit **your tender**, in accordance with the Tender Specifications, duly signed by your authorised representative, satisfying all the conditions of submission and presentation of tender described in detail in **section 4** of the Tender Specifications.
3. **The submission** of a tender must respect the deadline specified in **section 1.6** of the tender specifications.
4. **The submission** of a tender implies acceptance of all the terms and conditions set out in this Invitation to Tender, in the Tender Specifications and in the respective Draft Contract and, where appropriate, waiver of your own general or specific terms and conditions. The submission of a tender shall be binding on you for the duration of the contract if the relevant contract is awarded to you.
5. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the conditions described in **section 4.10** of the tender specifications.
6. The period of validity of the tender, during which you may not modify the terms of the tender in any respect, is as defined in **section 4.9** of the Tender Specifications.
7. This invitation to tender is in no way binding on EUSPA. EUSPA’s contractual relationship commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without tenderers being entitled to claim any compensation.

Yours sincerely,

**Rodrigo da Costa**  
*Executive Director*

Enc.:

Annex I	Tender Specifications with its annexes:
Annex I.A	Template Identification Sheet of the Tenderer
Annex I.B	Template Declaration of Honour
Annex I.C	Power of Attorney
Annex I.D	Sub-contractor Letter of Intent
Annex I.E	Financial Statements relating to the Selection Stage
Annex I.F	Template Financial Proposal Price Summary
Annex I.G	Non-Disclosure Undertaking
Annex I.H	Due Diligence / Applicable Documents
Annex I.I	Key Performance Indicators (KPI) Formulae
Annex I.J	Criteria for assessment of participating conditions, includes three parts: <ul style="list-style-type: none"><li>- Part I – Criteria for assessment of participation conditions</li><li>- Part II – Excel Spreadsheet – Declaration of Ownership and Control</li><li>- Part III – Additional Information Regarding the Assessment of Participating Conditions</li></ul>
Annex I.K	Technical Assistance Description (TAD) Template
Annex I.L	Declaration of Consent
Annex I.M	Template Milestone Payment Plan
Annex I.N	Template Cost Sheets
Annex I.O	Template for Statistical Reporting
Annex I.P	GRC Building Information Document
Annex II	Draft Framework Contract and its annexes:
Annex I	Tender Specifications and their annexes
Annex III	Background IPRS list
Annex IV	Foreground IPRS template
Annex V	Specific Contract template
Annex VI	Deliverable acceptance sheet
Annex VII	Statistical Reporting Template
Annex VIII	Pre-financing guarantee template